

12. VACCINE MANAGEMENT AND EMERGENCY PLAN

Use the information in this section to respond to emergencies that threaten your vaccine supply. Customize your plan by filling in the information below and posting a copy of this section (Section 12) on each vaccine storage unit. A stand-alone version of this section that can be edited on a computer is available on our website under the VFC link (www.immunization.mt.gov).

Provider Information

Enter provider-specific VFC information below

Provider/Facility Name	VFC #
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Designated Vaccine Manager

Designate one person primarily responsible for vaccine management and one alternate responsible person for when the primary is not available. A second alternate is optional.

Vaccine Manager (Primary person responsible for vaccine management)	Phone
Alternate Vaccine Manager (Person responsible for vaccine management when primary is unavailable)	Phone
Second Alternate Vaccine Manager (Optional) (Person responsible for vaccine management when primary and alternate are unavailable)	Phone

Emergency Phone Numbers

As appropriate for your facility, provide the phone numbers listed below:

Montana Immunization Program	444-5580 hhsiz@mt.gov	Backup Generator Repair	Phone
Utility Company	Phone	Vaccine Transport	Phone
Building Maintenance	Phone	Other	Phone
Building Alarm Company	Phone	Other	Phone
Refrigerator/Freezer Repair	Phone	Other	Phone

Emergency Power Outage Plan

Backup Generator

Does your facility have a backup generator?

☐ Yes (Provide contact information below) ☐ No (Provide alternate vaccine storage locations, next section).

Contact person for generator maintenance	Phone
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Alternate Vaccine Storage Locations

If you have no backup generator, identify at least one alternate vaccine storage facility that has proper refrigerator and freezer units, temperature monitoring capabilities, and backup power where vaccine can be stored in the event of a power outage or equipment failure. Designate two locations, if possible.

Alternate Location #1	Contact Name	Phone
Alternate Location #2 (Optional)	Contact Name	Phone

Vaccine Inventory Management

You must check expiration dates and segregate expired vaccine on a weekly basis. Briefly describe the method you use to ensure that short-dated vaccines are used first:

System for ensuring short-dated vaccines are used first

Vaccine Management Plan Review

Review your *Vaccine Management Plan* annually and anytime you have a change in staff. Update this section (Section 12), if necessary. Document reviews and updates below by listing the date, circling whether it was a review, update or both, and listing the initials of the staff involved.

Update/Review Date	Staff Initials	Update/Review Date	Staff Initials
Update/Review Date	Staff Initials	Update/Review Date	Staff Initials
Update/Review Date	Staff Initials	Update/Review Date	Staff Initials
Update/Review Date	Staff Initials	Update/Review Date	Staff Initials

Packing and Transporting Vaccine

Vaccine Packing Supplies

To prepare for an emergency, store the following supplies at your facility in the location designated below. Quantities should be sufficient to handle your entire vaccine supply.

Location of Emergency Packing Supplies
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- Insulated coolers with ≥2 inch thick walls (separate coolers for refrigerated and frozen vaccines)
- Cool packs (refrigerated), 2–3 per cooler (winter)
- Ice packs (frozen), 2–3 per cooler (summer)
- If available, a portable freezer unit that maintains temperature between -58°F and +5°F (-50°C and -15°C)
- Temperature indicators or Data Loggers from your storage units
- Insulating material (e.g., cardboard, crumpled paper, bubble wrap, Styrofoam)
- Flashlight with spare batteries

Vaccine Packing Procedure

- Contact your alternate vaccine storage location to confirm transfer.
- Do not open storage unit doors until coolers are prepared and ready to receive vaccine
- Keep vaccine in original boxes when packing in coolers
- Diluent packaged separately from vaccine should be transported in refrigerated coolers or at room temperature. Diluent packaged with vaccine should remain with vaccine during transport.
- Record the date/time and temperature of vaccine storage units at the time you remove the vaccine for transport.
- Prepare transport coolers as follows:

Refrigerated Vaccine (See Figure 1)

- Pack refrigerated vaccine first.
- Maintain refrigerated vaccine between 35° – 46°F (2° – 8°C).
- Place ice packs (summer) or cool packs (winter) in the bottom of the cooler followed by an approximately 1-inch layer of insulating material such as cardboard, crumpled paper, bubble wrap, or Styrofoam.
- Place the vaccine and a continuously monitoring thermometer (Data Logger) on top of the insulated material and as close to the vaccine as possible making sure that the vaccine and thermometer do not touch ice packs or cool packs. In summer, a second layer of insulating material on top of the vaccine followed by ice packs may be required.
- Fill the remaining open space at the top with crumpled paper or insulating material to prevent the vaccine from shifting while in transport.

- Close and secure the lid.
- Label the container with your facility name and “Fragile Vaccines – Refrigerate” and the date and time the vaccine was removed from the permanent storage unit.

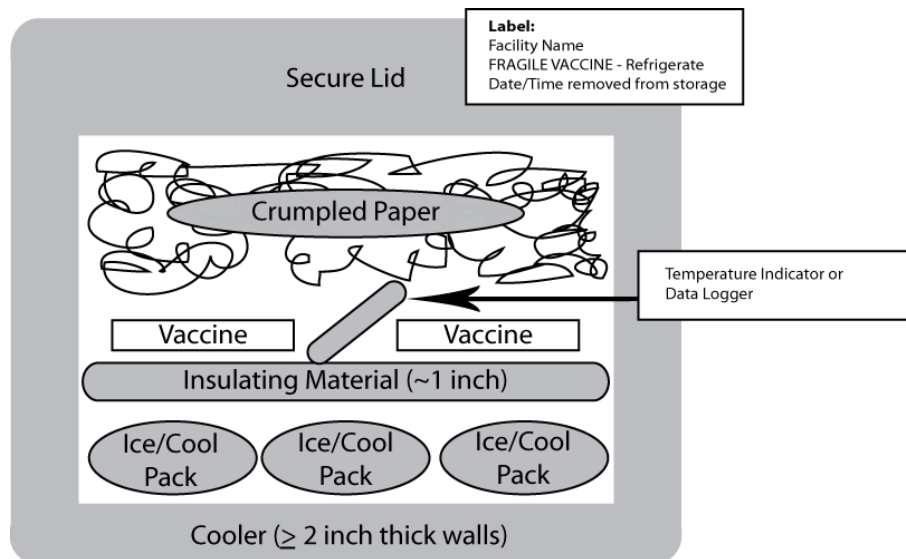


Figure 1 Packing Vaccine for Transport

Frozen Vaccine

- **DO NOT transport frozen vaccine on dry ice.** If available, pack frozen vaccine in a portable freezer unit that maintains temperature between -58°F and +5°F (-50°C and -15°C).
- If a portable freezer unit is not available, pack frozen vaccine as you would refrigerated vaccine (see previous section). Frozen and refrigerated vaccine can be transported in the same container as long as they are physically separated within the container.

During Transport

- Monitor the temperature in the transport container with a continuously monitoring thermometer (Data Logger). Document the time and temperature at the beginning and end of transport.
- Avoid prolonged temperature extremes by transporting containers inside vehicles and taking the quickest route possible. Do not leave vaccine unattended in vehicles during very hot or very cold weather.
- Upon arrival at the alternate storage facility, immediately place the vaccine in a storage unit maintaining proper temperatures. Freezer -58°F to +5°F (-50°C and -15°C). Refrigerator 35°F to 46°F (2°C to 8°C).

While in Alternate Storage

- Download and review the Data Logger data recorded during the transport.
- If transport temperatures were outside recommended storage temperatures this is considered a temperature excursion. Segregate the affected vaccine and mark “Do Not Use.” Contact the Montana Immunization Program (444-5580 hhsiz@mt.gov) and obtain a Vaccine Incident Report. Follow the procedure on the report to determine vaccine viability.
- Monitor alternate storage unit temperatures twice daily.